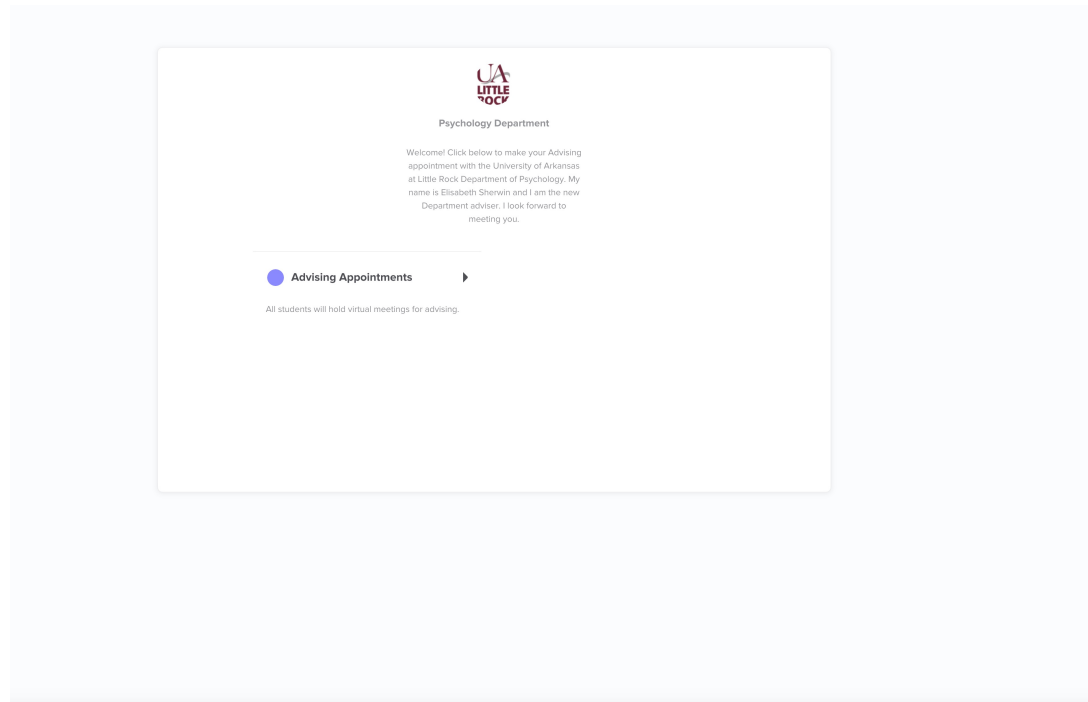


Step 1: Make an appointment

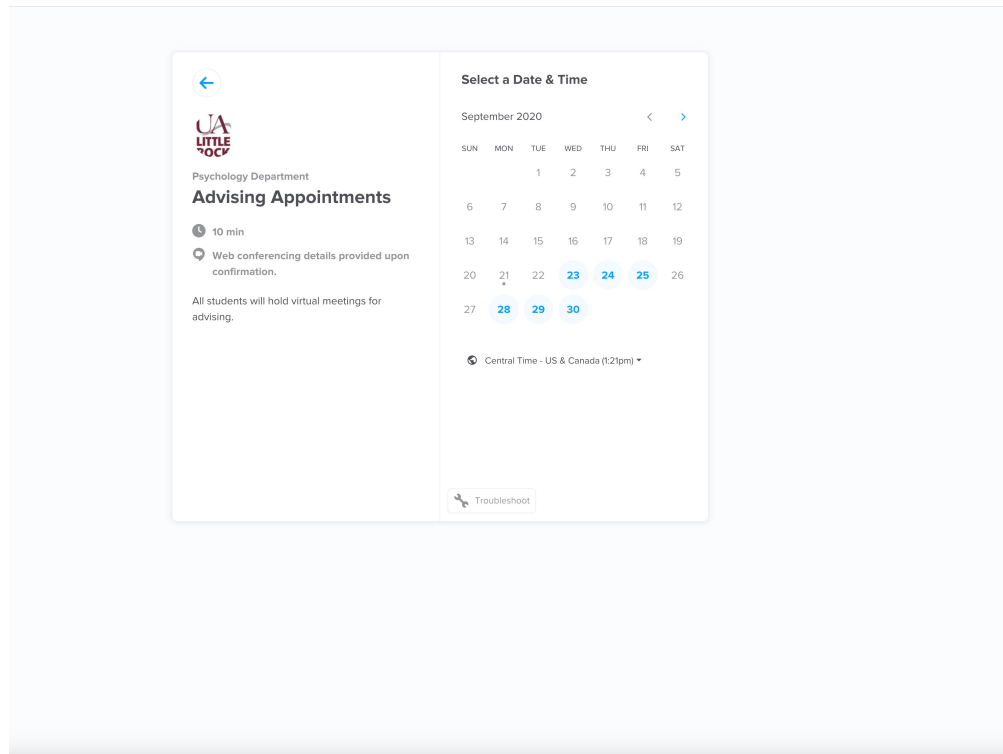
- Make an appointment on Calendly <https://ualr.edu/psychology/advising-appointment/>
 - Review the appointment times offered by the faculty and select one.
 - Get to know the faculty, mix it up!
 - Please do not make multiple appointments:
 - Multiple appointments are unfair to other students.
 - If there are multiple appointments, the later ones will be cancelled.

First screen: Calendly*

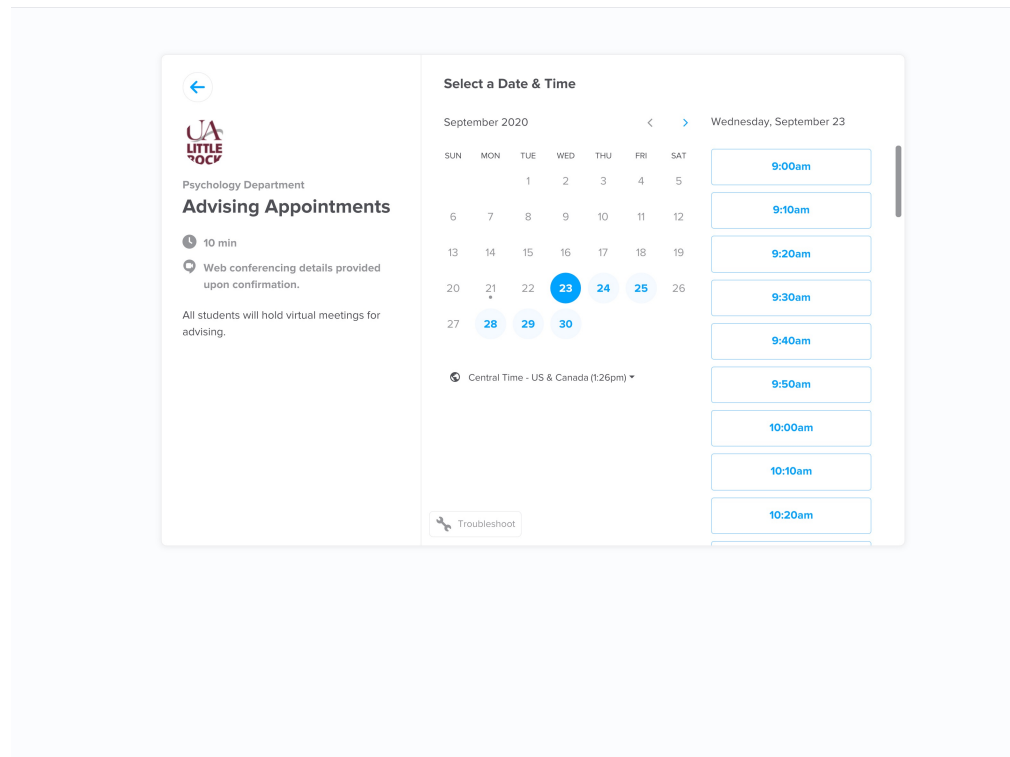


* This is a generic screen. When you select the faculty member with whom you want to be advised their name will appear where now it says “ Psychology Department.”

Second screen: Calendly



Third screen: Calendly



Fourth screen: Calendly

The screenshot shows a Calendly form for scheduling an advising appointment. On the left, there is a sidebar with a back arrow, the UALR logo, and the text 'Psychology Department'. The main form area is titled 'Enter Details' and contains several input fields: 'First Name *', 'Last Name', 'Your e-mail address *', 'What is your T number? *', and 'What is the best phone number to contact you for this appointment or in case of rescheduling? *'. Below these fields, there is a note about the Psychology Major Declaration form and a link to <https://ualr.edu/psychology/request-for-major-or-minor-change/>. At the bottom, there are radio buttons for 'Yes' and 'No' under the heading 'I understand I am expected to review the degree requirements and select my classes before the appointment.*', and a blue 'Schedule Event' button.

Please be sure you use your **@ualr** email because:


1. All important information is sent to that address: about Advising Season, curriculum changes, upcoming events, openings in a wait list.....
2. Also, be sure to use the correct **@ualr** email! Otherwise the confirmation email with link to Google Meet etc. will be lost in space.

ALSO: Please check that you entered the **correct T number**.....

Made the appointment?

This is what the screen will show:

Confirmed
You are scheduled with Psychology Department.



- Phone Advising for eLearning & Fully Online**
- 09:00am - Friday, December 14, 2018
- Central Time - US & Canada
- This form of advising is *only* for students who are currently enrolled in only online classes or are part of the eLearning campus.
- By phone or Skype

A calendar invitation has been sent to your email address.

You will receive an email confirmation for appointment.

Elisabeth Sherwin and Psychology Department

Friday, December 14
9:00 – 9:20am

By phone or Skype

2 guests
2 yes

ebsherwin@ualr.edu

Sherwin Advising
(ualr.edu_quh5u9kte6bbm8ot4e17v9m0io@group.calendar.org)
Organizer

Event Name: Phone Advising for eLearning & Fully Online

This form of advising is *only* for students who are currently enrolled in only online classes or are part of the eLearning campus.

Location: By phone or Skype

What is your T Number?: [REDACTED]
What is the best phone number to contact you for this appointment?: +15015693171
Have you submitted the necessary form to the Department in order to be declared a Psychology major?: Yes
I understand I am expected to review the degree requirements and select my classes before the appointment.: Yes

Need to make changes to this event?
Cancel: <https://calendly.com/cancellations/BDBVT4XUJBGJ3GF2>
Reschedule: <https://calendly.com/reschedulings/BDBVT4XUJBGJ3GF2>

Sherwin Advising
Created by: Elisabeth Sherwin

Going? YES NO MAYBE 10

Note: We occasionally change the questions we ask. The overall steps in Calendly remain the same!

Confirmation email from Calendly

- If you did not receive a confirmation email from Calendly, your appointment did not get registered and an advisor will not be available.
- The appointment will also populate in your Google Calendar.
- This can happen because you did not use your @ualr email.